

## **APPENDIX B – REFERENCE MATERIAL FOR THE CODE ENFORCEMENT OFFICER**

- B-1 Code Enforcement Training Program Publication List
- B-2 Reference Materials

CODE ENFORCEMENT TRAINING PROGRAM  
PUBLICATIONS/VIDEO LIST (11/21/2002)

The Program has developed and maintains 15 training manuals, one published book, and an information booklet for use in delivering training. This information is made available at no charge to municipally employed code enforcement officers. To other municipal officials, state agencies and the public, we must recover our costs for printed material. Cost for each publication is \$20.00. The program information booklet is free of charge to all.

Current publications include:

Legal Issues:

Legal Issues and Basic Enforcement Techniques (Rev. Jan. 2005)  
Maine Rules of Civil Procedure for Enforcement of Land Use Regulations (published text rev. Jan. 2004)

Shoreland Zoning and Land Use:

Shoreland Zoning with Incorporation of Best Management Practices (March 2002)  
Forestry in the Shoreland Zone (Sept. 98)  
Maine Wetlands and Their Boundaries (published text rev. June 94)  
Supplement to Maine Wetlands and Their Boundaries (Rev. Sept. 02)  
Zoning and Land Use Regulations (Rev. February 2004)  
Floodplain Management and the NFIP (Rev. May 2004)  
Subsurface Wastewater Disposal in Maine (Rev. Oct. 2004)

Building Standards:

Introduction to Building Standards and the Use of Building Codes (Rev. Oct. 98)  
Basic 1 and 2 Family Electrical Installation and Inspection (Rev. March 2004)  
Maine Energy Efficiency Building Standards (Rev. Nov. 2000)  
Life Safety and Accessibility Standards (Rev. Sept. 99)

Information:

Municipal Code Enforcement Officers Certification Information (Rev. April, 2002)

## REFERENCE MATERIALS FOR CODE ENFORCEMENT OFFICERS

1. BOCA Codes (charge)  
Miscellaneous building codes, forms, other publications and self-study program materials.  
Address: BOCA International  
4051 West Flossmoor Road  
Country Club Hills, Illinois 60477-5795
2. National Electrical Code (charge)  
Life Safety Code (charge)  
  
Address: National Fire Protection Assoc.  
1 Batterymarch Street  
Quincy, Massachusetts 02269-9904
3. Underwriters Laboratories Directories (set of 12) (charge)  
  
Address: Publications Stock  
333 Pfingsten Road  
Northwood, Illinois 60062
4. State Plumbing Code, Subsurface Waste Water Disposal (charge)  
Site Evaluation for Subsurface Wastewater Disposal in Maine (charge)  
Quarterly Newsletter (free)  
  
Address: Dept. Of Health and Human Services  
Division of Health Engineering  
11 SHS  
Augusta, ME 04333
5. List of licensed soils scientists, plumbers and electricians (charge)  
State Plumbing Code, Internal Plumbing (charge)  
Oil and Solid Fuel Board Laws and Rules  
  
Address: Dept. of Professional and Financial Regulation  
35 SHS  
Augusta, ME 04333  
Web address: [www.maine.gov](http://www.maine.gov) (click on State Agencies)
6. Information Bulletin for Automobile Graveyard and Junkyard Control (free)  
Sample Off-Premises Sign Agreements (free)  
  
Address: Dept. of Transportation  
16 SHS  
Augusta, ME 04333  
Web address: [www.maine.gov](http://www.maine.gov) (click on State Agencies)

7. Copies of the laws and regulations administered by DEP (free)  
Best Management Practices handbooks  
Guidelines for Municipal Shoreland Zoning Ordinances/Sample forms (free)  
Maine Shoreland Zoning – A Handbook for Shoreland Owners (free)  
  
Address: Dept. of Environmental Protection  
17 SHS  
Augusta, ME 04333  
Web address: [www.maine.gov](http://www.maine.gov) (click on State Agencies)
8. Permanent Logging Roads for Better Woodlot Management (free)  
Model Timber Harvesting Ordinance  
  
Address: Dept. of Conservation  
Maine Forest Service  
22 SHS  
Augusta, ME 04333  
Web address: [www.maine.gov](http://www.maine.gov) (click on State Agencies)
9. A Guide to Forestry Regulations in Maine (charge)  
  
Address: Margaret Chase Smith Policy Center  
University of Maine  
5715 Coburn Hall  
Orono, ME 04469-5715
10. Maine Planning and Land Use Laws  
  
Address: Frederick Michaud  
56 Bradford Lane  
Augusta, ME 04330  
Tel: 445-4402
11. Model Site Plan Review Ordinance (free)  
Model Subdivision Regulations (free)  
Comprehensive Planning: A Manual for Maine Communities  
Coastal Management Techniques: A Handbook for Local Officials (free)  
Comprehensive Planning and Shoreland Zoning: How to Zone to Meet the Requirements of both.  
Maine Shore Access – Public Access Series  
Maine Wetlands and Their Boundaries (charge)  
How to Prepare a Land Use Ordinance (charge)  
Treat it Right: Alternative Wastewater Systems that Protect Water Quality (free)  
Environmental Management: A Guide for Town Officials  
Wireless Telecommunications Facilities Siting Ordinance  
  
Address: Maine State Planning Office  
38 SHS  
Augusta, ME 04333  
Web address: [www.maine.gov/spo](http://www.maine.gov/spo)  
Tel: 287-8050

12. County Soils Survey
- Address: U.S. Department of Agriculture  
(see your local telephone directory for location of county office)
13. Sand and Gravel Aquifer Maps (charge)  
Freshwater Wetlands Maps (charge)
- Address: Maine Geological Survey  
Dept. of Conservation  
22 SHS  
Augusta, ME 04333  
Web address: [www.maine.gov](http://www.maine.gov) (click on State Agencies)
14. Roads Manual (charge)  
Handbook for Local Planning Boards: A Legal Perspective (charge)  
Maine Townsman (monthly magazine – charge)  
Handbook for Local Appeals Boards: A Legal Perspective (charge)  
Municipal Licensing/Permitting Manual (charge)  
Video Tape of Planning and Appeals Board Basic Legal Issues Workshop (loan)
- Address: Maine Municipal Association  
60 Community Drive  
Augusta, ME 04330  
Web site: [www.memun.org](http://www.memun.org)
15. Maine Rivers and Streams (charge)  
Maine's Groundwater (charge)  
The Maine Seacoast (charge)  
Directory of Natural Resources Organizations (charge)  
Access to Coastal and Inland Waters (charge)
- Address: Land and Water Resources Center  
University of Maine  
11 Coburn Hall  
Orono, ME 04469